

Carroll County Public Library  
Board of Trustees Meeting  
Mt. Airy Library  
May 23, 2018  
Minutes

**1. Roll Call and Declaration of Quorum**

Ms. Campanella called the meeting to order at 6:14 p.m. and declared there was a quorum present.

Present:

Bill Bates	Kathleen Campanella	Leza Griffith
Joyce Muller	David Peloquin	Cynthia Piazza
Karen Soisson		

Staff Present:

Tony Eckard	Lorraine Fulton	Bob Kuntz	Lisa Picker
Terri Simmons	Muffie Smith	Dorothy Stoltz	Patty Sundberg
Stephanie Szymanski	Lynn Wheeler	Margo Yokay	

**2. Close Meeting to Discuss a Personnel Matter**

*Ms. Piazza motioned to close the meeting to discuss a personnel matter. Ms. Griffith seconded. Approval was unanimous. The meeting closed at 6:15 p.m.*

*Mr. Peloquin moved to re-open the meeting. Ms. Piazza seconded. Approval was unanimous. The meeting re-opened at 7:05.*

Ms. Simmons left the meeting after the closed session.

Ms. Picker showed the 2018 Battle of the Books video and a video created by the ARC about their clients' recent visit to the Eldersburg *Exploration Point!* Makerspace.

**3. Minutes of April 25, 2018**

*Ms. Piazza moved to approve the Minutes of April 25, 2018. Ms. Soisson seconded. Approval was unanimous.*

**4. Financial Statement**

Mr. Eckard reported on the financial statement ended April 30, 2018. With two months left in FY 18, cash balances are under 2.9 million, close to last year's amount. The \$912,000 in the MLGIP- type account at BB&T earned 1.74% last month. Mr. Eckard plans to meet with Chris Ruppert at BB&T to discuss a better strategy for these funds. Revenues are \$148,000 ahead of pace, when carryover is backed out, revenue is \$86,000 ahead of budget. Salary savings are at

\$125,000. The Community Foundation reflects gifts of \$475 towards the Mary Lou Dewey Sculpture Garden in memory of staff member Stephanie Szymanski's mother, Audrey Gosnell.

Mr. Eckard distributed a book sale analysis document. Last spring, Mr. Bates suggested we double the used book sale prices to more closely align with other used book retailers. In the first six months since raising the prices, we earned \$10,000 more than anticipated. The staff thanked Mr. Bates for his suggestion. The book sale and related lines will be increased in the FY 2019 budget, which will be brought to the Board for approval in June. The Board thanked Mr. Eckard for the report.

## **5. Correspondence and Announcements**

- a. Ms. Wheeler shared the Board's thank you letter to Sharon and John Yingling for their generous pledge to Exploration Commons at 50 East.
- b. Ms. Muller received a letter from M&T bank with their donation in support of Battle of the Books.

## **6. Citizens Time**

No citizens were present.

## **7. Director's Report**

Ms. Wheeler noted that staff member Lorraine Fulton was in attendance. Margo Yokay was in attendance representing the Staff Association.

Circulation was up 0.3 % in April and is down 2.3% for the year. Visits are 821,378 for the year. Eldersburg and Mount Airy are showing gains for the year. Digital audio and ebooks continue to grow in demand. Sunday circulation through May 20 is at 82,275 with 47,625 visits. Mt. Airy Branch is the second busiest branch on Sundays. Currently Mt. Airy is closed from May through September. A schedule change for that branch might be something the Board may want to consider.

Ms. Stoltz connected with the son of the man who designed the Hindenburg. He presented a fascinating program at Fairhaven attended by 92 people. Wheeler also thanked Ms. Stoltz for arranging for entertainment on the library stage during the Flower and Jazz Festival in Westminster.

The Commissioners announced their plans to pass the FY 2019 budget as proposed. Mr. Zaleski announced that funding for Exploration Commons was being moved to 2020 to reflect the construction schedule. To date, none of the FY 18 funding for the project has been spent. The State granted \$1 million toward the project in FY 2019, less than had been previously anticipated, but understandable considering the delay in the start of the 3-phase project. The FY 2020 request (Phase 3) contains the funding requested but not funded by the State in FY 2019.

CCPL staff members, County Bureau of Construction staff and Manns Woodward architect for Exploration Commons toured the University of Maryland makerspace and Clark engineering center. Ms. Wheeler gave the analogy of introducing children to the joy of reading, by checking out *The Little Engine That Could*, leading them to read Tolstoy or Einstein in the future. In the same way, the makerspace will provide tools and opportunity for engagement that could lead to the development of a career in engineering.

Governor Hogan attended the Westminster Boys & Club ribbon cutting, he also was in town for a fundraising event in Westminster. Ms. Wheeler pointed out two recent examples of the library as a community place. We were asked by the Chamber of Commerce to host Senator Cardin at the Eldersburg Branch for a talk with business owners. A District 1 candidates' forum was held at the Finksburg Branch. Our staff did a good job of hosting both.

Upcoming events include: Sunday, June 3, Union Mills Homestead event featuring the augmented reality partnership. Wednesday, June 27, Board meeting at HQ. Monday September 17, Day for Book Lovers at McDaniel. On Wednesday, October 17 we will partner with the *Carroll County Times* in bringing a Vote Smart program to the Eldersburg Branch.

Ms. Wheeler recently held a meeting with the Friends Board and Ms. Campanella. She asked the Friends to sponsor her retirement reception on November 2 from 5-8 p.m. This reception will be held as a fundraising opportunity. The Friends Board agreed to sponsor the reception.

### **8a. Mt. Airy Branch Report**

Branch manager, Patty Sundberg gave the Mt. Airy Branch report. Events highlighted were: Chincoteague ponies with local author Lois Szymanski; Caboose Storytime on Main Street; Teen After Hours: Escape Room, which is held quarterly and always has a waiting list; Bluegrass performers, Darla Jean and the Somethin' or Others; LA II, Sara Arnold did a lot of STEM programming at secondary schools and gave a CCPL database orientation at South Carroll High School, and Drone Day at Mt. Airy Middle School. Since then schools have not allowed drones in their buildings. Branch staff offered Drone Day for adults. Professor Mike's Magic Science Show was a huge hit. He is a 4th grade science teacher & magician. Craft programs are always popular and included Turkey Book Folding and Ginger Bread Birdhouses. This year's elementary and middle school Battles of the Books were on back to back evenings. Author, Jennifer Pharr Davis, who held the record for the fastest hike of the Appalachian Trail filled the house. The Carroll One Book program with Warren Dorsey was standing room only. Jack White wrote the book, *In Carrie's Footprints* about Warren Dorsey, now 98, who grew up in an African American community outside of Sykesville. Ms. Piazza asked if the presentation was on video. Ms. Stoltz said that Mr. White has hired film makers from the Community Media Center. Ms. Stoltz noted that the African American Heritage Tour in June is sold out.

Ms. Sundberg created charts showing circulation statistics for Eldersburg, Mt. Airy and Westminster, our three busiest branches. Opening on Sundays has helped increase business. In response to Mr. Peloquin's question, Wheeler noted the County gave the library funding to open Westminster and Eldersburg year-round. Now that Mt. Airy is showing growth it might be good to consider adding this branch to the Sunday mix. The branch hired a new circulation manager who has a lot of experience in book selling at Barnes and Noble.

Ms. Sundberg highlighted the branch's partnership with the Mt. Airy Kiwanis in support of children's programs. This year they gave \$1000 to purchase items for sensory programs for children on the Autism spectrum. The Board thanked Ms. Sundberg for the report.

### **8b. Summer Discovery Report**

Angie Knight presented the Summer Discovery reading program. Wheeler noted that Ms. Knight was on the team that piloted the first Battle of the Books. She is now the Children's Services Supervisor at Eldersburg and chair of the Summer Discovery team. Last year 6,000 registered and 32,000 attended programs throughout the system. Summer Discovery addresses summer slide, encouraging children to read throughout the summer. Ms. Knight coordinated a thorough analysis of last year's program in preparation for this year. The team put together a staff winter reading program, Winter Discovery, to prepare for the summer. Ms. Knight told the Board about Beanstack software that will support Summer Discover by offering online registration and tracking activity points. The system-wide goal is 300,000 points. Summer Discovery officially starts on June 1. Ms. Piazza noted that her children didn't care for last year's program. Ms. Knight said the team decided to add back the structure that our customers missed in last year's program. The Board thanked Ms. Knight for the presentation.

### **8c. Tableau Statistics**

Mr. Kuntz said every year library system provides statistics for the State, including the number of visitors, circulation, and operating income. This year he created graphics using Tableau digital visualization software. The data is from FY 2015. Mr. Kuntz highlighted Carroll County comparative stats in population, operating income per capita, expenditures per capita, personnel, population per staff FTE, registered borrowers per FTE, and circulation per FTE. Ms. Wheeler said the data requested is driven by federal IMLS requirements. CCPL ranks 5<sup>th</sup> in overall circulation and second in circulation per capita. The Board thanked Mr. Kuntz for his report.

Ms. Wheeler reported that the ILS system software serving the Carroll Library Partnership will undergo a major upgrade starting Saturday night through noon on Sunday. CCPL coordinates the ILS for the partnership. Mr. Kuntz said the upgrades are more streamlined than before because the system is web-based.

### **9. FY 20 State Capital Grant**

Ms. Wheeler shared a copy of the State Capital Grant, Phase 3, FY 2020 which was approved by the Board in concept in April. We requested a total of \$1,608,000 with the State share at \$803,000. This figure includes an increase of \$115,000 in the architect's cost estimate for the project and an increase to reflect the reduction in Phase 2 funding received from the State for FY 2019. Letters of support, facilities plan and other items will be submitted.

### **10a. Circulation Policy – Lost & Damaged Material Fee**

Currently we allow customers to bring in replacement copies for lost or damaged items. Often times these items are not the same edition, are used and in fragile shape, and we may not want to

add the book back into the collection due to reduced demand. Circulation Managers suggested we eliminate the replacement copy option and instead give customers a 20% discount off the list price in the catalog. They recommend we continue to include the replacement fee, which reflects the cost to process items for circulation. The change would be effective July 1. Ms. Piazza asked if anyone is penalized from checking out. Ms. Wheeler explained that generally they would be blocked from self-check but customers can negotiate with the staff who make every effort to set up a payment plan and keep customers as happy as possible.

*Ms. Griffith moved to approve the change to no longer allow replacement copies for lost or damaged items. Mr. Peloquin seconded. Approval was unanimous.*

#### **10b. Reciprocal Borrowing Agreement (Cooperative Borrowing Agreement)**

Ms. Wheeler brought an updated version of the Cooperative Borrowing Agreement for Board approval and signature. The Board last approved this in 2010. With many new library directors, the Maryland State Library (MSL) asked all systems to re-sign the agreement stating that Maryland residents will be served at any library in MD. The State is asking all Maryland library systems to approve the new version by July 1.

*Ms. Muller moved to approve the updated Cooperative Borrowing Agreement. Mr. Peloquin seconded. Approval was unanimous.*

#### **10c. Board Resolution –Tax Credits**

Mr. Eckard asked the Board to approve a resolution to apply for Maryland Community Investment Tax Credits to support fundraising for Exploration Commons at 50 East. We anticipate that the application portal will open very soon and staff would like to move forward with submitting the application as soon as it does. Mr. Eckard shared a sample Incumbency Certificate that would require the signature of the Board President in order to conduct business with the Department of Housing and Community Development that runs the tax credit program. We sold all credits we received (through the Community Foundation) for Mary Lou Dewey Sculpture Park. Mr. Peloquin noted this could be very attractive to potential donors because of the changes to donations for federal tax laws. Mr. Eckard asked for a motion to approve the resolution to apply for tax credits.

*Mr. Peloquin moved to approve the resolution to apply for State Tax Credits. Mr. Bates seconded. Approval was unanimous.*

Ms. Wheeler shared a new draft of the naming rights agreement for the TechXcellence campaign. She reviewed the two language changes recommended by the County Attorney. The Board had approved the document and Ms. Wheeler wanted everyone to know about the two attorney recommended changes.

**11. Adjournment**

*Ms. Griffith moved to adjourn the meeting. Ms. Peloquin seconded. Approval was unanimous.*

The meeting adjourned at 9:16 p.m.

Kathleen Campanella  
President